



## Biology Graduate Caucus

Friday, September 26, 2008, 2:30 pm

**In attendance:** Clea Moray, Sarah Jamieson, Devin Arbuthnott, Emily Darling, Jerry Ericsson, Gerda Ludwig, Lindsay Farrell, Samineh Deheshi, Erica Jeffery, Andreas Steimel, Janey Lam, Isabelle Raymond, Suzanne Tank, Nicole Tunbridge, Carson Kever, Jeff Joy, Emily Meuser

### 1. Welcome

- Erica welcomes everyone to the meeting.
- Any additions to agenda?

### 2. Claim our meeting expenses.

#### a) Food

Motion to reimburse Erica Jeffery for the semester for chips by Erica, seconded by Nicole.	Carried
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### 3. Grad directory/Logo contest

#### a) Deadline is Friday, October 3

Grad directory includes names, phone numbers and emails of all bisc grads, useful as a reference and acts as a fundraiser for the caucus.

#### b) What should the prize be? It has been \$50 in previous years

Do we want to give a money prize? A MEC gift certificate was suggested, maybe we should do this if we can get it donated. Cash might provide a better incentive. Does \$25 sound reasonable?

Motion to make Logo contest prize \$25 by Isabelle, seconded by Andy.	Carried
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If your contact info has changed, contact Sam Franks ([sfranks@sfu.ca](mailto:sfranks@sfu.ca)).

### 4. Finances

#### a) Sometimes it is difficult to get reimbursed for meeting expenses

Discussion of where petty cash box should be kept. We have a lot of money in petty cash, would be nice to have that money in a more central location where exec could leave receipts and

reimburse themselves. Still would need to have two other members with signing authority to sign receipts if we are going to be able to reimburse ourselves. But stuff gets stolen around here all the time, so we would need to find a secure place. Another idea is to split the petty cash into portions for each member who often buys things, but this might make it too easy to lose money. Agreed that the treasurer should generally be in charge of storing the petty cash, and if the treasurer is away then that responsibility can pass to another member of the executive.

b) Fall GSS core funds

We have core funding of \$1500 for core funding for the whole year-- \$500 per semester. Our financial year ends Aug. 31. We can roll over this funding from one semester to another. We also have a trust account.

5. Administrative stuff

a) Website calendar postings

Alex has set our website up so that people can post events. Contact Erica or Jerry to post events that students might be interested in.

b) Graduate Survival Guide could be updated

Is on caucus website, some of the information is quite dated. Anyone interested in updating it and making it more general? Some the information in the Survival Guide is quite specific to CWE. No specific time frame for doing this, but would be useful to have this information available to new students.

c) Constitution needs to be updated

Because of the switch to the GSS, the grad caucus constitution needs to be updated. Andreas will look into this.

d) Are there still problems with the fridge in the grad lounge?

A little on the warm side, but seems to be working.

6. Events

a) Feedback on Welcome Party

Some people wished there would have been more alcohol. Caucus exec made an executive decision to have only a little bit of free alcohol; would it be better to have more? It's just a small gathering to welcome new grads, not a big party. Could have some available to buy after free stuff runs out. Would be a good idea to give people one ticket for a free drink and then let people buy more if they want, so that at least everyone is able to get one drink. Everyone thought that burgers were a good idea instead of pizza.

b) Symposium/Grad hosted speaker

Locke Rowe agreed to come in the spring. Probably won't start to organize this in earnest until January.

c) Xmas Party

i) Planning meeting in October, two reps (skits, door prizes)

Need 2 volunteers; one in charge of skits and one in charge of door prizes and Tony awards (now the Felix awards). Maybe need three volunteers—one for skits, one for awards and one for door prizes.

ii) Ideas for theme?

d) Halloween party

Could do something on October 24 (Friday) so we don't interfere with the Ecology and Evolution Retreat, which is October 31 to November 2. MBB wants to share the party with us again. We are not allowed to have it in the same room as last year, but we could have it where we usually have the symposium.

i) Volunteers?

e) Anything else? (Winter BBQ in November?)

UBC is interested in having a joint social. They are talking about renting the top floor of the Anza Club. We would have to contribute about \$200 for renting the space and sound system, etc., but could recoup the expenses by selling tickets to the event for ~\$5. Can start really thinking about this in January, for the event to be early April-ish.

7. News from other committees:

Suggestion that we send a temporary rep to go to university budget meetings-- Andreas will go. Sounds like there are going to be a lot of cuts going on. We need to start thinking of fundraising for events we want to have, as we may be feeling the budget cuts soon.

a) GSS rep – Andreas Steimel

Signed a contract with Company Car (coop). Andreas will send around an email when he knows when this is going to start. Grad students can join the car coop by paying \$50 (one time) and then for use of car.

Travel grants are still in discussion. Proposal is to take the money that used to be for travel funding and pool it into core funding. Then it will be at the discretion of each caucus how to allocate this money.

The GSS has hired an executive director to help the executive with their workload.

b) TSSU—Melanie Hart

Wasn't able to make it to the meeting. Will be resigning, so we need a replacement. This is a paid position. Erica will get more info and email it out.

c) Faculty Mole – Carson Keever

No news.

d) DGSC rep- Suzanne Tank and Jeff Joy

Both Suzanne and Jeff will be retiring over the next little while, so they are planning to stagger their leaving so that there is overlap with the new people. Student position is pretty powerful, look over all new applications and switch-up applications, and have full right to approve along with faculty. Suzanne and Jeff will send out info on this position.

e) DSC – Sarah Jamieson and Brendan Connors

i) Review of DSC Grad Rep position

Meet once or twice a semester, get all scholarship apps and rank them. All faculty members on DSC have one vote, and 2 student reps share 1 vote. Time commitment is not that great, but fair amount of prep time because have to read all departmental NSERC and private scholarship applications.

ii) Nominees for DSC Grad Rep introduce themselves

1) Candidates discuss their interest in this position.

iii) Election

1) Vote by show of hands

Motion to make Lindsay Farrell our new DSC rep	Carried
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Lindsay Farrell is voted in as our new DSC rep.

8. Next Meeting – have it a week early to avoid conflict with Retreat? Why not have it on the Wednesday (October 29) at 3:30.

Motion to have next meeting on Wednesday, October 29 at 3:30 by Erica, seconded by Emily	Carried
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Motion to adjourn meeting by Erica, seconded by Nicole.	Carried
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9. Meeting adjourned.